

# YOUTH SERVICES POLICY

<b>Title:</b> Families in Need of Services (FINS) <b>Next Annual Review Date:</b> 08/25/2016	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 10. Supervision <b>Number:</b> D.10.10
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<b>References:</b> Louisiana Children's Code, Title VII; YS Policy Nos. D.10.7 "Probation and Parole Supervision", and C.2.1 "Escapes, Runaways, Apprehensions, and Reporting"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 08/25/2015

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish procedures regarding Families in Need of Services (FINS) youth.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Regional Directors, Community Based Services (CBS) Regional Managers, and CBS employees .

## IV. DEFINITIONS:

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

**Families in Need of Services (FINS)** – An approach designed to bring together resources for the purpose of helping families (troubled youth and their parents) to remedy self destructive behaviors by youth and/or other family members.

**Regional Director** – The Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

## V. POLICY:

Since the primary clients of YS are youth who have been adjudicated delinquent or FINS, It is the Deputy Secretary's policy that the Office of Juvenile Justice (OJJ) shall comply with the terms of Title VII of the Louisiana Children's Code by participating in the staffing of FINS cases when requested by the FINS officer.

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Title VII also provides for an “Informal Family in Need Services Agreement” in which agencies may be required to provide youth and their families with services, should the FINS officer determine that such services are needed.

CBS may provide supervision in the community (refer to YS Policy D.10.7), and referrals to community/contract services, if available, to pre-adjudicated youth.

Pursuant to YS Policy No. C.2.1, if local law enforcement has entered an absconded youth into NCIC, the Regional Manager shall verify that the correct warrant was issued by confirming the warrant is for a missing person if the youth is a FINS.

**VI. PROCEDURES:**

- A. The Regional Manager shall advise the FINS officer of the services available through CBS.
- B. When the FINS officer notifies the Regional Office of a scheduled FINS staffing, the Regional Manager/designee shall attend.
- C. If, as a result of the staffing, it is determined that CBS is best suited to provide supervision, then CBS staff attending shall inform the FINS officer that the service will be provided.
- D. At the successful completion or unsuccessful termination of the supervision the supervising PPO/J shall prepare a closing summary and forward it to the FINS officer.

The closing summary shall contain the following information:

- 1. A record of the youth and family's compliance or noncompliance with the terms of the agreement (if an “Informal Family Service Plan Agreement” was prepared by the FINS officer);
- 2. The services the youth and family received; and
- 3. Whether the problems which first brought them to the attention of the court have been resolved.

**Previous Regulation/Policy Number:** D.10.10  
**Previous Effective Date:** 06/17/2014  
**Attachments/References:**